

# Georgia Department of Community Health

<b>Miscellaneous Leave</b>	<b>Policy No. 214</b>
<b>Effective Date:</b> July 17, 2000	<b>Page <u>1</u> of <u>3</u></b>

**References:** Rules of the State Personnel Board, Rule 18

## **I. Purpose**

The purpose of this policy is to identify leave with pay available to eligible employees for specific reasons. Eligible employees who are absent from work in accordance with the provisions of this policy are not charged accrued leave or compensatory time for absences.

## **II. Scope**

This policy applies to all full-time and part-time classified and unclassified employees eligible to earn and use leave.

## **III. Court Leave**

Court leave is available to eligible employees on all days that employee are summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding by any federal, state or local court. Court leave may also be used for out-of-state proceedings.

### **A. Eligible Employees**

Classified and unclassified employees who are scheduled to work on a day they are ordered to attend a judicial proceeding are eligible for court leave, **unless** they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings.

1. Employees, who are **not eligible** for court leave, due to being litigants, defendants or other principal parties or for having other personal or familial interest in the proceedings, may request to use annual leave, personal leave, compensatory time or leave without pay in order to attend judicial proceedings.
2. Employees who are required to appear in court on behalf of the Department are in work status and are not to be placed on court leave.

- B.** As soon as employees become aware of the need for court leave, they must provide documentation (e.g., a copy of the summons, subpoena or other judicial order) to their supervisor as a prerequisite for approval of court leave.



- C. Court leave includes the time that an employee's presence is actually required by the judicial proceeding and any reasonable time needed to prepare for and recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits.
- D. Employees will not be discharged, disciplined or otherwise penalized because of absences from work for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires attendance at judicial proceedings. In addition, court leave is to have no effect on performance evaluations.

#### **IV. Disaster Volunteer Leave**

- A. Qualified employees may be eligible for disaster volunteer leave with pay for up to 15 work days in a 12-month period to participate in specialized disaster relief. In order to qualify for disaster volunteer relief leave employees must be certified disaster service volunteers of the American Red Cross; there must be a disaster declared by the President or a State Governor of either Georgia or a neighboring state with a reciprocal agreement; and the American Red Cross must request the employees' services.
- B. Qualified employees are to submit requests for disaster volunteer leave to their supervisor. Requests will be reviewed and either approved or denied on a case by case basis.

#### **V. Grievance Preparation Time**

Classified and unclassified employees, who are eligible to file a grievance, may be granted up to four hours of work time, as approved by the supervisor, to file or process a grievance. A maximum of 12 hours per calendar year may be approved as grievance preparation time. (See DCH Policy No. 433A, Grievance Procedure for Classified Employees, and DCH Policy No. 433B, Grievance Procedure for Unclassified Employees)

#### **VI. Leave for Blood Donation**

- A. Employees may be granted leave with pay when donating blood and when donating blood platelets (the part of the blood that helps clotting) or granulocytes (white blood cells) through the pheresis process. **Note:** Pheresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.
- B. Employees must request and receive prior approval from their supervisor to be away from the work area for blood donation.



- C. Time off for blood donation includes the time required to donate the blood, platelets or granulocytes and to recover from the donation.
1. Up to two hours per donation may be granted when employees donate blood.
  2. Up to four hours per donation may be granted when employees donate blood platelets or granulocytes through the pheresis process.
  3. Leave may be granted up to four times per calendar year for each of the above types of blood donation.

#### VII. Leave of Absence for Kidney Donation


- A. A leave of absence with pay for 30 calendar days will be granted to employees who donate a kidney for transplantation. This leave of absence will be included as service in computing any retirement or pension benefits.
- B. Employees requesting a leave of absence to donate a kidney must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating a kidney for transplantation.
- C. If the kidney donation does not take place, any absence will be charged to accrued leave or leave without pay.

#### VIII. Voting Time

- A. Employees are to be permitted to take necessary time off for voting purposes. If the polls are not open either two hours before or two hours after employees' scheduled work hours, the difference in time may be granted as leave with pay for voting purposes.

**Example:** An employee's work hours are from 8:30 a.m. to 5:30 p.m. Since this schedule would not allow two (2) hours either before or after work, this employee may be granted 30 minutes of time with pay for voting purposes, if needed.

- B. If necessary, employees who are not eligible for this voting time with pay may request to use accrued annual or personal leave, compensatory time or leave without pay for voting purposes.

Approved By: 	Date: 7-17-00
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